

Youth Program Eligibility and Documentation

Technical Assistance Guide

**Missouri Office of Workforce
Development**

**301 West High Street
Jefferson City, MO 65101**



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Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Missouri Relay Services at 711.

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I. GENERAL ELIGIBILITY FOR THE YOUTH PROGRAM

General eligibility criteria include the following data elements and definitions:

For each data element – Staff must refer to Eligibility and Documentation Requirements Table (beginning on pg. 14) for allowable source documentation requirements.

For each data element all source documents must be uploaded to the applicant's record in OWD's statewide electronic case management system.

Social Security Number

Staff must verify the applicant's Social Security Number (SSN).

In instances where the applicant is hesitant to provide the SSN, staff must make every attempt to obtain the SSN and:

- Explain the State's requirement to maintain confidentiality of their SSN and that the SSN cannot be made public;
- The State must ensure that the SSN is maintained in a secure and confidential manner; and
- The States reporting system uses the SSN to match a program participant's record with that individual's quarterly wage record information to assess the impact of the program's services

To avoid artificial deflation of performance outcomes, supplemental information will be required for individuals with pseudo SSNs.

Date of Birth

Date of Birth must be verified.

Citizenship/Eligibility to Work in the United States

Citizenship or Eligibility to work in the United States must be verified.

Equal Opportunity Complaint and Grievance Rights Notification

The nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA) prohibit discrimination against applicants, beneficiaries, and employees on the basis of race, color, national origin, age, disability, sex, religion, and political affiliation or belief, and for beneficiaries only, citizenship or participation in a WIOA financially assisted program or activity.

A copy of the Equal Opportunity Notice and the Complaint & Grievance Notice ([OWD-EO-15](#)) must be provided to each employee, applicant, registrant, eligible applicant/registant, employer, and individual. Signed OWD-EO-15 forms must be uploaded to OWD's statewide electronic case management system. This applies to WIOA Adult and Dislocated Worker, WIOA Youth, National Dislocated Worker Grant, Trade Adjustment Assistance, and any other funded program tracked in OWD's statewide electronic case management system.

Selective Service Registration

To be eligible to receive WIOA-funded services, all U.S. citizens or immigrants born male (Attachment 1) on or after January 1, 1960 must be compliant with the Selective Service registration requirements or exceptions, or local areas must determine that the failure to register was not knowing and willful. Selective Service bases the registration requirement on gender assigned at birth and not on gender identity or on gender reassignment. Individuals who are born male and changed their gender to female are still required to register. Individuals who are born female and changed their gender to male are not required to register. Selective Service registration requirements and exceptions are found in [TEGL 11-11, Change 2](#), including acceptable documentation to determine registration status and procedures for determining whether failure to register was knowing and willful.

Registration must be verified (for males born after 1959) on the Selective Service website and the registration number must be recorded in OWD's statewide electronic case management system. Recording the registration number in OWD's statewide electronic case management system is considered ideal documentation; no further documentation is required for this element.

Determining Knowing and Willful Failure to Register:

TEGL 11-11, Change 2 clarifies that Local Workforce Development Boards are required to develop a policy for enrolling individuals who are males 26 years old or older that failed to register with the Selective Service. The policy must define the process that the authorized organization will follow, and what documentation is required, to determine whether a failure to register was not a knowing and willful failure and the individual is otherwise eligible to receive WIOA services. TEGL 11-11, Change 2 provides local areas with detailed information about requesting a Status Information Letter and the process for determining knowing and willful failure to register. The intent of the TEGL is to provide a framework for local areas to make determinations through a local process where determinations are based on the individual circumstances (e.g. questions, considerations, statements, status information letter) and relevant documentation (i.e. documentation that supports the reason for not registering or further supports the belief that it was not knowing or willful). Because circumstances vary and will need to be considered, there is no established, proven list of acceptable documentation. Final determination must be documented in case notes in OWD's statewide electronic case management system. Non-WDB sub-recipients operating special projects must work with OWD for approvals.

Males 25 Years and Under:

Before being enrolled in WIOA-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website, or provide documentation indicating they are covered by an exception (i.e., serving in the military on full-time active duty or a non-U.S. male on a valid non-immigrant visa). Males turning 18 while participating in WIOA-funded services, must complete Selective Service registration no later than 30 days after becoming 18 in order to continue to be eligible for WIOA-funded services. Males between 18 and 25 years of age who refuse to register with the Selective Service must be suspended from WIOA-funded services until registered.

Eligible Veteran Status

Eligibility is based on one of the following three criteria:

- a) If the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.
- b) If the participant served on active duty for a period of more than 180 days and was discharged or released with a status other than dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 10 U.S.C. 167(a), (d), or (g), 673 (a), served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

If the individual is:

- i. the spouse of any person who died on active duty or of a service connected disability,
- ii. the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance is listed in one or more of the following categories and has been so listed for more than 90 days:
 - iii. missing in action;
 - iv. captured in the line of duty by a hostile force; or
 - v. forcibly detained or interned in the line of duty by a foreign government or power.
- c) The spouse of any person who has a total permanent disability resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

II. WIOA YOUTH PROGRAM ELIGIBILITY CRITERIA

The Office of Workforce Development and the Local Workforce Development Boards are required to establish and document the eligibility of youth participants served with WIOA funds. All eligible youth are classified as either Out-of-School or In-School at the point of registration. An overview of the eligibility criteria for both Out-of-School and In-School Youth programs is as follows:

Out-of-School Youth

An individual is eligible to participate in the Out-of-School Youth program under the following guidelines:

- Not attending any school
 - Attending Title-II funded AEL, Job Corps, YouthBuild activities, high school equivalency programs, or dropout re-engagement programs are not recognized by DOL as schools. Participants in these activities are considered Out-of-School.
 - Exception: Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs funded by the public

K-12 school system that are classified by the school as still enrolled in school are considered In-School Youth (ISY).

- 16-24 years of age
- At least one of these Barriers:
 - A school dropout
 - Supposed to be in school but did not attend the last calendar quarter (Compulsory Attendance)
 - Low Income high school graduate, and is an individual who is basic skills deficient or an English language learner
 - Offender
 - Homeless or a runaway,
 - Foster child, or aged out of foster system
 - Pregnant or parenting
 - Individual with a disability
 - Low Income individual who needs additional assistance to enter or complete an educational program or to secure or hold employment (as defined by the Local Board)

Note: Staff must record all barriers for which documentation can be obtained.

In-School Youth

An individual is eligible to participate in the In-School Youth program under the following guidelines.

- Attending any school
- 14-21 years of age
- Low Income
- At least one of these Barriers:
 - Basic skills deficient
 - English language learner
 - Offender
 - Homeless or runaway
 - Foster child, or aged out of foster system
 - Pregnant or parenting
 - Individual with a disability
 - Individual who needs additional assistance to enter or complete an educational program or to secure or hold employment (as defined by the Local Board)

Note: Staff must record all barriers for which documentation can be obtained.

Exception and Limitation:

Exception for persons who are not low-income individuals: Up to 5 percent of people in barriers that require low income may be over-income (5% Window). This includes all the In-School barriers and the two Out-of-School barriers that require low income.

Limitation: No more than 5 percent of the In-School Youth may be made eligible under the Needs Additional Assistance barrier

III. YOUTH LOW-INCOME DETERMINATION

WIOA Definition of Low-Income Individual

In general, the term “low-income individual” means an individual who meets one of the following criteria:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families program (TANF), the Supplemental Security Income program, or State or local income-based public assistance programs

SNAP and TANF Indicators

OWD’s statewide electronic case management system contains an indicator to identify individuals who are currently receiving SNAP and/or TANF benefits. The indicator may be used to qualify applicants as “low-income” without the need for additional low-income documentation.

The indicator located within OWD’s statewide electronic case management system can be located by selecting the follow when assisting an applicant:

My Individual Profiles>>Personal Profile>>General Information>>Staff information>indicators

If the individual is receiving SNAP and/or TANF, staff will see “SNAP-yes” or “TANF-yes”. Staff will need to upload a copy of the screen with the indicator in the individual’s record. If staff does not see an indicator, the individual that they are assisting does not have automatic proof of low-income, and other documentation will need to be obtained.

2. Is in a family with total family income that does not exceed the higher of the two:

The poverty line, or 70 percent of the Lower Living Standard Income Level (LLSIL). Refer to the current Income Level Guidelines issuance.

3. Is a homeless individual (See definition of homeless individual below).
4. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C 1751 et seq.);
 - When a school does not use individual eligibility criteria to determine who is eligible for free or reduced price lunch, whole school receipt of free or reduced price lunch cannot be used to determine WIOA low-income status for ISY. In schools where the whole school automatically receives free or reduced price lunch, WIOA programs must base low-income status on an individual student’s eligibility to receive free or reduced price lunch or on meeting one of the other low-income categories under WIOA.
5. Is a foster child on behalf of whom State or local government payments are made; or

6. Is an individual with a disability whose own income meets the income requirement of clause 2, but who is a member of a family whose income does not meet this requirement; or
7. Is a youth who lives in a high poverty area.

To determine if a youth lives in a high poverty area, staff must use the guidance provided by Workforce GPS. [Directions for Determining High-Poverty Areas for the WIOA Youth Formula Program](#)- Click "Related Content" for directions.

Family Size and Income Compared to the Poverty Line or LLSIL

To determine whether an individual is low-income in relation to the poverty line or LLSIL, it is necessary to consider family size and family income. Proof of income (or lack of) for all family members must be obtained and documented.

Determining Family Size

For these purposes, "family" under WIOA, means two or more individuals related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A married couple, and dependent children;
- A parent or guardian and dependent children; or
- A married couple.

Even if the family of a disabled individual does not meet the income eligibility criteria, the disabled individual may be considered a low-income individual if their own income meets the income criteria. The disabled individual would be considered a family of one and only the individual's income would be considered when determining low-income.

Defining Dependent

WIOA does not define dependent. To avoid uncertainty in making eligibility decisions regarding family size and income, please refer to IRS 26 U.S.C.152.

IRS defines "dependent" as a "qualifying child" which includes the following criteria:

- Bears a relationship to the taxpayer (i.e. child of taxpayer, or descendant of such child).
- Has not attained the age of 19 as of the close of the calendar year
- Is a student who has not attained the age of 24 as of the close of such calendar year
- A child of any age that is permanently and totally disabled
- Has not provided over one-half of such individual's own support for the calendar year

When enrolling an individual that would meet the definition of a dependent, but the individual is claiming independent status then documentation must be provided to prove independent status (i.e. Tax Returns).

Family-of-One

In addition to meeting, one of the five categories below, the individual must also meet low-income guidelines.

1. Any individual who has a verified, documented disability.
2. A single, widowed, permanently separated, or divorces person without one or more dependent children living in a single residence with that individual, and who is a not a dependent child.

3. A foster child on behalf of whom state or local government payments are made.
4. A runaway youth who is separated from the family.
5. An emancipated or court-adjudicated youth who is separated from the family.

Income Eligibility

Use the following guidelines for family composition, family size, and family income to determine income eligibility.

Note: A stepchild or stepparent shall be considered to be related by marriage.

The income period for the applicant (and family members) is from **six months prior** to application, to the date of application.

Includable and Excludable Family Income

Family income calculations include the following:

- Wages (applicant);
- Wages (mother, father or spouse, dependent child);
- Other personal or family income including: Net self-employment income, money from rents, alimony, and regular income from insurance policy annuities, union fund strike benefits, workers compensation, private sector disability insurance payments, dividends, interest, periodic receipts from estates or trusts, winnings from contests and/or lotteries and other taxable income;
- Unemployment compensation;
- Child support payments;
- Non-Social Security retirement, disability or death benefits;
- Student grants (non-needs-based);
- Pensions (whether private, civilian government employee, or military); and
- Old Age, Survivors, and Disability Insurance (OASDI), aka Social Security

Family income calculations exclude the following

- Veterans payments (education, disability, death);
- Military pay;
- Foster care payments;
- Any cash payments under a Federal, State, or local income-based public assistance program such as Temporary Assistance for Needy Families (TANF), Refugee Cash Assistance (RCA), and Supplemental Aid to the Blind (SAB);
- Loans, Pell Grants and needs-based grants and scholarships;
- Supplemental Security Income (SSI); and
- Any allowances, earnings, or payments funded by WIOA or other OWD or Federally funded programs (e.g., SJL, DRJP, AARP, SCSEP, etc.).

Family size and income fields must be completed on the WIOA application in OWD's statewide electronic case management system, even if the information is not required for eligibility determination. Information entered must be true and as accurate as possible.

The only exception to this rule is if the "household and income" tab of the WIOA application in OWD's statewide electronic case management system states "Low income has already been

established based upon previous entries. Family size and income are optional.” If this message displays, staff do not need to complete family size and income. If staff choose to enter family size and income when it is not required, the information must be as accurate as possible and the record must contain allowable source documentation to verify the entry.

Income Calculation Methods

In calculating the annualized income, staff must determine the average six months gross earnings and then multiply by 2. Staff will then need to compare the applicant’s family income and family size to the poverty line or LLSIL. Local areas must utilize one of the following methods to calculate the Annualized Family Income and document what method was used to determine income in the Mandatory Initial Case Note.

Note: Other calculation methods may be utilized with OWD’s approval.

Straight Pay / Salary Method:

Use the straight pay/salary method when the applicant submits pay stubs with no variation in the wages. Use pay stubs pay stubs with no variation in the wages from the most recent six months of family income. Based upon the length of the pay periods, (weekly, bi-weekly or monthly) the gross income is multiplied by the number of pay periods in a year. The result will be the annualized income used to determine eligibility.

Example: Five pay stubs are provided with gross wages of \$548.00 each; the pay stubs cover a period of three months, and the pay frequency is bi-weekly. Multiply the gross wages indicated on the pay stub by the frequency occurrence (bi-weekly): $13 \times \$548 = \$7,124$ (income for 6 months). Calculate the annual income by multiplying the 6 months’ income by 2: $\$7,124.00 \times 2 = \$12,248.00$.

Average Pay Method:

Use the average pay method when the applicant submits pay stubs with variations in gross earnings (variations may be, but are not limited to being a result of overtime, lost time, or work for different employers). Total the gross earnings of all the pay stubs provided and divide the result by the number of pay stubs. The result will be the average gross earnings per pay period. Determine the pay frequency and multiply the gross average earnings by the number of pay periods in a year.

Example: Six pay stubs are submitted with variations in the gross earnings. Add the six pay stubs of \$534.00, \$475.00, \$398.00, \$534.00, \$498.00, and \$534.00 = \$2,973.00. Divide: $\$2,973 \div 6 = \495.50 = average gross earnings. Multiply: $\$495.50 \times 26 = \$12,883$ (income for 6 months). Calculate the annual income by multiplying the 6 months’ income by 2: $\$12,883.00 \times 2 = \$25,766.00$.

Intermittent Work Method:

Use the intermittent work method when an applicant has not had steady work with one or more employers. The applicant must supply as many pay stubs as possible and complete an Applicant Statement explaining all missing pay stubs and non-work periods during the last six months. In such cases, staff should total all wages for the six-month period and multiply the result by two, to annualize the wage income.

No Documented Income:

If the applicant reports no income or undocumented income, the applicant must indicate other resources relied upon for support during the last six months on the Applicant Statement. Such resources may include such things as unpaid debts, gifts, loans, etc.

When an applicant reports undocumented income, the applicant must enter their undocumented income for the last 6 months and when applicable, must indicate other resources relied upon for support on the Applicant Statement.

When the last resort Applicant Statement option is used to certify no income or undocumented income, the form must have a witness signature and the Case Manager must also sign and date the form.

Homeless Individual

(WIOA sec. 3(24)(G)) – is an individual who meets any of the following criteria:

- Lacks a fixed regular, and adequate nighttime residence; this includes a participant who:
 - Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Is living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations;
 - Is living in an emergency or transitional shelter.
- Has a primary nighttime residence that is public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground.

IV. YOUTH TRAINING SERVICES

WIOA allows out-of-school Youth to receive training through an Individual Training Account (ITA). If this option is used, a case note must include a determination of need for training services as determined through the objective assessment (OA) and individual service strategy (ISS) informed by local labor-market information and training- provider performance information. Explanations must include a clear description of the information, such as MERIC or BLS labor-market information, to prove the training chosen by the participant is linked to employment opportunity.

Documentation from the Eligible Training Provider System showing that the program of study was approved by the state and LWDB on the date the training eligibility determination was made must be uploaded in the participant's record in OWD's electronic case management system.

V. SOURCE DOCUMENTATION REQUIREMENTS

Each criterion listed in the attached Eligibility and Documentation Requirements Table (beginning on pg. 14) must be documented using one document listed under the heading: Source Documentation, or, for. The source documentation should be in the form of a copy of the relevant document. These documents must be validated.

Types of Source Documentation

For most data elements, the validation guidelines provide multiple forms of acceptable source documentation. If multiple sources conflict, the most authoritative source must be used to determine if the data element is valid and accurate. The general categories of source documentation types include:

1. Case Notes: Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following:
 - a. A participant's status for specific data element,
 - b. The date on which the information was obtained, and
 - c. The name of the case manager who obtained the information.
2. Cross-Match: A cross-match requires grantees to identify detailed evidence that confirms the data element in a secondary database. Grantees must also confirm supporting information such as dates of participation and services rendered. Grantees must have data sharing agreements in place as appropriate.
3. Electronic Records which may include:
 - Participant Source Documents: Participant source documents maintained in the grantee's management information system (MIS) or other official record keeping system.
 - Grantee participant service record: Grantee participant information generated and maintained by the grantee regarding the specific services received by a participant. The information may be generated and maintained through the grantee's MIS or other official record keeping system.
4. Self-Attestation: Self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. DOL broadly interprets what is considered an electronic/digital signature. Electronic signatures or submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. Grantees must retain documentation of the self-attestation.

For most data elements, the validation guidelines provide multiple forms of acceptable source documentation (Please refer to TEGl 23-19, Change 1, Attachment 2). If the grantee collects multiple sources for the same data element and the sources conflict, the most objective source should be used to determine if the data element is valid and accurate.

VI. ALTERNATE FORMS OF DOCUMENTATION

Electronic Records vs. Hard-Copy files

As the organization moves towards a paperless approach, OWD required Local Workforce Development Boards (LWDBs) and Sub-recipients to utilize the upload feature in OWD's statewide electronic case management system. Once staff verify the upload was successful, there is no reason to keep hard-copy documentation and staff may return the documentation to

the individual or properly dispose of it. The one exception is when the individual has provided confidential information or has expressed an Equal Opportunity (EO) concern; all confidential information and EO concerns must be maintained in a separate and secure hard file.

Applicant Statement Requirements

After review of the eligibility criteria along with possible ways to document the criteria, it was found that much of the documentation was readily available through a number of agencies or resources. Although, in some cases, definitive documentation is required, e.g., eligibility to work (I-9 requirements under IRCA) and Selective Service registration or exemption for males. This TAG allows for limited use of Applicant Statements to document those items which, in some cases, are not verifiable or which may cause undue hardship for individuals to obtain. An Applicant Statement may be used only in the cases described below and only after all practicable attempts to secure documentation have failed, and those attempts have been documented in a case note in OWD's statewide electronic case management system. The following requirements must be met:

- The Applicant Statement ([DWD-5523](#)) form must be used
- The corroborative contact or reliable witness must sign the statement attesting to the accuracy of the statement.

Use of the Applicant Statement is limited to the following instances:

- A. Family Size – when birth certificates or federal IRS Forms 1040 are not available;
- B. Individual Status - Persons ordinarily included in the definition of family, but claiming to be no longer dependent, must complete an Applicant Statement attesting to their individual status. Such statements should be corroborated by the head of household in which that person resides, if possible. The individual must also document the source of his/her support on the Applicant Statement; and/or
- C. Proof of income for individuals who claim no income or undocumented income – the Applicant Statement must indicate means of support; e.g., family support or donations, for previous six month period.

Applicant Statement vs Self Attestation

An Applicant statement must only be used in the three situations described above and must contain a corroborative witness signature. The Applicant Statement is used for those specific eligibility requirements that, in most instances, hard documentation would have been available.

A Self-Attestation is a signed statement by the applicant attesting to specific data elements that allow for self-disclosure. The signed Self-Attestation does not require a corroborative witness.

Eligibility and Data Validation Documentation Requirements		
Section I: GENERAL ELIGIBILITY		
Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Social Security Number (SSN)	In instances where the applicant is hesitant to provide the SSN, staff should: • Explain the State's requirement to maintain confidentiality of their SSN and that the SSN cannot be made public. • The State must ensure that the SSN is maintained in a secure and confidential manner. • The State's reporting system uses the SSN to match a program individual's record with that individual's quarterly wage record information to assess the impact of the program's services. When an applicant refuses to provide his or her SSN and still requests workforce services: If it is determined the individual is eligible to receive the services requiring an SSN, staff will need to: 1. Create a "pseudo SSN"; 2. Proceed with enrollment; and, 3. Provide services. Additionally, staff must document in case notes their attempts to obtain the SSN. The Individual's with a pseudo SSN will be included in the outcomes for the performance measures. Local Boards may use supplemental data to document an individual's entry and retention in employment for those Individuals not covered by wage records or enrolled under a pseudo SSN.	Source Documentation (Must display SSN) • DD-214 • Employment Records • Social Service Agency Records • Social Security Benefits • Social Security Card • W-2 Form • Proof of UI eligibility/unemployment wage records • Selective Service Registration (does not require SSN to be displayed)

Eligibility and Data Validation Documentation Requirements
Section I: GENERAL ELIGIBILITY

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Eligible to Work in the United States	Citizenship/Alien Status documentation is required for General Eligibility. Participation in programs and activities financially assisted in whole or in part under WIOA shall be open to citizens and nationals of the U.S., lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the U.S	• DD-214 • Alien Registration Card/Work Permit • Birth Certificate • Foreign Passport (stamped eligible to work) • I-9 Supporting Documentation (staff do not have to complete the actual I-9 form) • Hospital Record of Birth • Naturalization Certification • U.S. Passport • Proof of UI eligibility/unemployment wage records

Eligibility and Data Validation Documentation Requirements
Section I: GENERAL ELIGIBILITY

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Equal Opportunity (EO) and Complaint & Grievance Rights Notification	All employees, former employees, customers, non- customers or employers must be made aware of their equal opportunity rights and responsibilities, as well as their complaint and grievance rights under the Workforce Innovation and Opportunity Act. In order to ensure equal opportunity for customers within the Workforce System, the Missouri Office of Workforce Development (OWD) and all of its sub- recipients must provide initial and continuing notice that they do not discriminate on any prohibited grounds, and that there is a process to resolve any complaints or grievances.	Job Center staff must provide a copy of the <i>Equal Opportunity Notice</i> and the <i>Complaint & Grievance Notice</i> OWD-EO-15 to each employee, applicant, registrant, eligible applicant/registant, employer, and Individual; and retain original signed copies in the individual's record.
Selective Service Registration	Selective Service registration documentation is required for General Eligibility.	Staff must verify registration (for males born after 1959) • Verify using the Selective Service website and record the registration number into OWD's statewide electronic case management system. • If the registration number is not found, follow the guidance on pages 3-4 of this TAG. Reference: • U.S. Selective Service Verification website: www.sss.gov

Eligibility and Data Validation Documentation Requirements

Section I: GENERAL ELIGIBILITY

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Eligible Veteran Status Data Element (301)	Eligibility is based on one of three criteria: 1. If the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged from such service under conditions other than dishonorable. 2. If the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. 3. If the individual is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance is listed, pursuant to 38 U.S.C 101 in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.	Eligible Veteran status is a required data element to be recorded in OWD's statewide electronic case management system. Source documentation beyond Self-Attestation for this element is only required at the point in which a decision is made to enroll a covered person over a non-covered person and commit financial resources, which does not include staff time. (Per TEGL 10-09, pg. 6.) • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration • Self-Attestation

Eligibility and Date Validation Documentation Requirements

Section II: Youth Program Eligibility

Out-Of-School Youth- Overview

Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
Out-of-School Youth	Out-of-School Youth: <i>All eligible youth are classified as either Out-of-School or In-School, at the point of registration</i> An individual is eligible to participate in the Out-of-School Youth program under the following guidelines: Not Attending Any School or is attending Title-II funded AEL, Job Corps, YouthBuild activities, high school equivalency programs, or drop re-engagement programs; 16–24 Years of Age; and One of These Barriers: • A School Dropout • Supposed to be in school but did not attend the last calendar quarter (Compulsory Attendance) • <u>Low Income</u> High School Graduate who is Basic Skills Deficient or an English language learner • Subject to the Juvenile or Adult justice system • Homeless or Runaway defined by the 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 A (2)) • Foster Child, or Aged Out of Foster System as defined by Section 477 of the Social Security Act • Pregnant or Parenting • Individual with a Disability • <u>Low Income</u> individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (as defined by the Local Board) See the following pages for Barriers	Not Attending Any School: • Applicable records from education institution: GED certificate, diploma, attendance record, transcripts, drop out letter, or school documentation. • Self-Attestation (Signed Intake Application or Enrollment Form) • Case Notes 16–24 Years of Age: • Driver's License (current or expired) • Baptismal Record • Federal, State, Local or Tribal Identification Card • Birth Certificate • DD-214, Report of Transfer or Discharge papers • Passport • Public Assistance Records/Social Service Records including Selective Service Registration • Work Permit • Family Bible • Justice System Records • Signed Letter from a parent or guardian • Medical Records • School Records/Identification Card • Self-Attestation (last resort)

Eligibility and Date Validation Documentation Requirements Section II: Youth Program Eligibility Out-Of School Youth- BARRIERS	
Data Element / Eligibility Criteria	Source Documentation Requirements
Barrier: A School Dropout WIOA youth programs may consider a youth to be a dropout for purposes of WIOA youth program eligibility regardless of attendance in AEL, YouthBuild, or Job Corps.	• Applicable records from education institution: • Attendance records, transcripts, dropout letter, or school documentation. • Self-Attestation (Signed Intake Application or Enrollment Form with element marked 'yes')
Barrier: Supposed to Be in School But Did Not Attend the Last Calendar Quarter (Compulsory Attendance) Consistency with Compulsory Attendance Laws: In providing assistance under this section to an individual who is required to attend school under applicable State compulsory school attendance laws, the priority in providing such assistance shall be for the individual to attend school regularly.	Source Documentation • Applicable records from education institution: • Attendance records, transcripts, dropout letter, or school documentation. • Self-Attestation (Signed Intake Application or Enrollment Form)

Section II: Youth Program Eligibility Out-Of-School Youth- BARRIERS

Data Element / Eligibility Criteria	Source Documentation Requirements
Barrier: Low Income High School Graduate Who is Basic Skills Deficient (Data Element 804) or English Language Learner (Data Element 803) Basic Skills Deficient is defined as an individual (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. English Language Learner is defined as an Individual who has limited ability in reading, writing, speaking, or comprehending the English language, and (A) whose native language is a language other than English; or (B) who lives in a family or community environment where a language other than English is the dominant language. See Section IV for LOW INCOME DETERMINATION	Basic Skills Deficient (Data Element 804) • Assessment Test Results • Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) English Language Learner (Data Element 803) • Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Individual Service Strategy • Case notes • Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked 'yes')

Section II: Youth Program Eligibility Out-Of-School Youth- BARRIERS

Data Element / Eligibility Criteria	Source Documentation Requirements
Barrier: Offender (Data Element 801) If the applicant is a person who either: • Is or has been subject to any stage of the criminal justice process and for whom services under this Act may be beneficial; or • Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.	• Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked 'yes') • Documentation from the Juvenile or Adult Criminal Justice System • Written Statement or Referral Document from a Court or Probation Officer • Referral Transmittal from a Reintegration Agency • Case notes • Needs Assessment • Individual Service Strategy • Federal Bonding Program Application

Section II: Youth Program Eligibility Out-Of-School Youth- BARRIERS

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Homeless Individual Data Element (800)	If the applicant is an individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), Homeless is defined as an individual who lacks a fixed, regular, and adequate nighttime residence; <u>and</u> includes an individual who: • is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; • is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations; • is living in an emergency or transitional shelter; • is abandoned in a hospital; or • is awaiting foster care placement; or • is using a primary nighttime residence is a public or private place not designed for a regular sleeping accommodation for human beings; or • is living in cars, parks, public spaces, abandoned buildings, substandard housings, bus or train stations, or similar settings. For additional guidance see: http://ncche.ed.gov	• Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked 'yes') • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case notes • Individual Service Strategy • A letter from caseworker or support provider

Section II: Youth Program Eligibility Out-Of-School Youth- BARRIERS

Data Element / Eligibility Criteria	Source Documentation Requirements
Barrier: Foster Child, or Aged Out of Foster System (Data Element 704) The applicant is an individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardian ship or adoption, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.	• Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked 'yes') • Written Confirmation from Social Services Agency • Foster Care Agency Referral Transmittal • Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy • Case notes
Barrier: Pregnant or Parenting (Data Element 701) If the applicant is a person who is either under 25 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under 18. Males do not qualify for this barrier until the birth of the child.	• Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked 'yes') • Needs Assessment • WIC Eligibility Verification • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • Individual Service Strategy • Case notes

Section II: Youth Program Eligibility

Out-Of-School Youth- BARRIERS

Data Element / Eligibility Criteria	Source Documentation Requirements
Barrier: Individual with a Disability (Data Element 202) The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).	• Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked ‘yes’) • School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) record
Barrier: Youth Who Needs Additional Assistance (Data Element 702) If the participant is an out-of-school youth who requires additional assistance to enter or complete an educational program, or to secure and hold employment as defined by Local Workforce Development Board policy approved by the State. This barrier should only be used as a last resort. Do not list it if the youth has an additional qualifying barrier.	• Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked ‘yes’) • Individual service strategy • Case notes • Other documentation that reasonably supports the defined barrier in the LWDB’s Local Plan

Section III: Youth Program Eligibility

In-School Youth OVERVIEW

Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
In-School Youth:	In-School Youth: <i>All eligible youth are classified as either Out-of-School or In-School, at the point of registration.</i> An individual is eligible to participate in the In-School Youth program under the following guidelines: Attending Any School; 14–21 Years of Age; Low Income; and One of These Barriers: • Basic Skills Deficient • English Language Learner • Offender • Homeless or Runaway as defined by 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 A (2)) • Foster Child, or Aged Out of Foster System as defined by Section 477 of the Social Security Act • Pregnant or Parenting • Individual with a Disability • Individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (as defined by the Local Board) See Section IV for Low Income Determination See the following pages for Barriers	Attending Any School • Applicable records from education institution: GED certificate, diploma, attendance record, transcripts, drop out letter, or school documentation. • Self-Attestation (Signed Intake Application or Enrollment Form) 14–21 Years of Age: • Driver's License (current or expired) • Baptismal Record • Federal, State, Local or Tribal Identification Card • Birth Certificate • DD-214, Report of Transfer or Discharge papers • Passport • Public Assistance Records/ Social Service Records including Selective Service Registration • Work Permit • Family Bible • Justice System Records • Signed Letter from a parent or guardian • Medical Records • School Records/Identification Card • Self-Attestation (Signed Intake Application or Enrollment Form) (last resort)

Section III: Youth Program Eligibility In-School Youth BARRIERS

Data Element / Eligibility Criteria	Source Documentation Requirements
Barrier: Basic Skills Deficient (Data Element 804) Basic Skills Deficient is defined as in individual (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th-grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.	• Assessment Test Results • Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)
Barrier: English Language Learner (Data Element 803) English Language Learner is defined as an Individual who has limited ability in reading, writing, speaking, or comprehending the English language, and (A) whose native language is a language other than English; or (B) who lives in a family or community environment where a language other than English is the dominant language.	• Self-Attestation • Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Intake Application or Enrollment Form • Individual Service Strategy • Case notes

Section III: Youth Program Eligibility

In-School Youth BARRIERS

Data Element / Eligibility Criteria	Source Documentation Requirements
Barrier: Offender (Data Element 801) If the applicant is a person who either: • Is or has been subject to any stage of the criminal justice process and for whom services under this Act may be beneficial; or • Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.	• Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked 'yes') • Documentation from the Juvenile or Adult Criminal Justice System • Written Statement or Referral Document from a Court or Probation Officer • Referral Transmittal from a Reintegration Agency • Case notes • Needs Assessment • Individual Service Strategy • Federal Bonding Program Application

Section III: Youth Program Eligibility

In-School Youth BARRIERS

Data Element / Eligibility Criteria	Source Documentation Requirements
Barrier: Homeless or Runaway (Data Element 800) If the applicant is an individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), Homeless is defined as an individual who lacks a fixed, regular, and adequate nighttime residence; <u>and</u> includes an individual who: • is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; • is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations; • is living in an emergency or transitional shelter; • is abandoned in a hospital; or • is awaiting foster care placement; or • is using a primary nighttime residence is a public or private place not designed for a regular sleeping accommodation for human beings; or • is living in cars, parks, public spaces, abandoned buildings, substandard housings, bus or train stations, or similar settings. For additional guidance see: http://nche.ed.gov	Homeless Individual and/or Runaway Youth: • Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked 'yes') • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case notes • Individual Service Strategy • A letter from caseworker or support provider

Section III: Youth Program Eligibility

In-School Youth BARRIERS

Data Element / Eligibility Criteria	WIOA Program Eligibility
Barrier: Foster Child, or Aged Out of Foster System (Data Element 704) The applicant is an individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardian ship or adoption, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.	• Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked 'yes') • Written Confirmation from Social Services Agency • Foster Care Agency Referral Transmittal • Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy • Case notes
Barrier: Pregnant or Parenting (Data Element 701) If the applicant is a person who is either under 22 years of age or who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under 18. Males do not qualify for this barrier until the birth of the child	• Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked 'yes') • Needs Assessment • WIC Eligibility Verification • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • Individual Service Strategy • Case notes

Section III: Youth Program Eligibility

In-School Youth BARRIERS

Data Element / Eligibility Criteria	WIOA Program Eligibility
Barrier: Individual with a Disability (Data Element 202) The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).	• Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked ‘yes’) • School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) record
Barrier: Youth Who Needs Additional Assistance (Data Element 702) An in-school youth who requires additional assistance to complete an educational program or to secure or hold employment as defined by State or local policy. Only 5% of In-School Youth may be determined eligible through this barrier, so this barrier should only be used as a last resort. Do not list it if the youth has another qualifying barrier.	• Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked ‘yes’) • Individual service strategy • Case notes • Other documentation that reasonably supports the defined barrier in the LWDB’s Local Plan

Section IV: Youth Program Eligibility

LOW INCOME DETERMINATION

Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
Automatic Indicators of Low Income: Low income determinations are only required for ISY and for two OSY barriers. Low Income:	If the following documentation is provided, then the individual is automatically considered Low-income and additional income and family size documentation is NOT required. Determined when an individual received an income or is a member of a family that received an income for the six-month period prior to application for the program that in relation to family size does not exceed the higher of - the poverty line or 70 percent of the lower living standard income.	Documentation for Automatic Low Income: - Homelessness (please refer to sub-section for source documentation) - SNAP (please refer to sub-section for source documentation) - TANF (please refer to sub-section for source documentation) - Supplemental Social Security (SSI) - Receiving Free or Reduced Lunch (please refer to sub- section for source documentation) - Living in a High Poverty Area (please refer to sub- section for source documentation) Documentation for Income - Applicant Statement (see specific requirements on pgs. 12-13) - Pay Stubs - Award Letter from Veterans Administration - Compensation Award Letter - Court Documentation (Alimony Agreement, Court Award Letter) - Employer Statement/Contact - Housing Authority Verification - Social Security Benefits - Unemployment Insurance Documents

Section IV: Youth Program Eligibility

LOW INCOME DETERMINATION

Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
Family Size: Data Element (802)	“Family” under WIOA means two or more individuals related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories: • A married couple, and dependent children; • A parent or guardian and dependent children; or • A married couple. In addition to meeting, one of the five categories below, the individual must also meet low-income guidelines. 1. Any individual who has a verified, documented disability. 2. A single, widowed, permanently separated, or divorced person, without one or more dependent children living in a single residence with that individual, and who is not a dependent child. 3. A foster child on behalf of whom state or local government payments are made 4. A runaway youth who is separated from the family 5. An emancipated or court-adjudicated youth who is separated from the family Typically, traditional college students are dependents therefore family income or independent status documentation is required.	Documentation for Family Size of 2 or more • Birth Certificates • Public Assistance Records (if all family members are listed) • Lease or Landlord Statement (if all family members are listed) • Marriage Records • Medical Records • Housing Authority Verification • Statement from a Public Care Facility (mental hospital, prison) • Most Recent Tax Return • Verification of Non-filing (formerly IRS 1722) • Last resort: Applicant Statement (see pgs. 12-13) Documentation for Family-of-One • Most Recent Tax Return or Verification of IRS non-filing • Medical Records or Disability Documentation • Vocational Rehabilitation Record • Lease or Landlord Statement • Court Records (Decree of Court) • Public Assistance Records • Last resort: Applicant Statement (see pgs. 12-13)

Section IV: Youth Program Eligibility

LOW INCOME DETERMINATION

Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
Low Income, continued: Temporary Assistance to Needy Families Data Element (600)	If the applicant is a person who is listed on the TANF grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program.	Temporary Assistance to Needy Families • Cross-Match with Public Assistance Records • Missouri Department of Social Services' Missouri Benefits Center website printout (TANF Eligibility Verification or TANF Period of Benefit Receipt Verification). • OWD's statewide electronic case management indicator for TANF (printout) • Referral Transmittal from TANF
Supplemental Nutrition Assistance Program (SNAP) Data Element (603)	Participant is receiving assistance through the Supplemental Nutrition Assistance Program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.)	• Cross-Match with Public Assistance Records • Missouri Department of Social Services' Missouri Benefits Center website printout (SNAP Eligibility Verification, Copy of Authorization to Receive Food Stamps or documentation of Food Stamp Benefit Receipt). • Other state Social Services' Benefits Center website printout (SNAP Eligibility Verification, Copy of Authorization to Receive Food Stamps or documentation of Food Stamp Benefit Receipt). • OWD's statewide electronic case management indicator for SNAP (printout) • Referral Transmittal from SNAP

Section IV: Youth Program Eligibility LOW INCOME DETERMINATION

Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
Other Public Assistance Recipient: Data Element (604)	Participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), or Refugee Cash Assistance (RCA). Do not include foster child payments.	- Copy of Authorization to Receive Cash Public Assistance - Copy of Public Assistance Check - Medical Card Showing Cash Grant Status - Public Assistance Eligibility Verification - Cross-Match with Refugee Assistance Records - Cross-Match with Public Assistance Records - Cross-Match with State MIS Database
Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI) Data Element (602)	Participant is receiving or has received SSI or SSDI under Title XVI of the Social Security Act in the last six months prior to participation in the program.	- SSI/SSDI Receipt of Benefits Verification - Referral Transmittal from SSA - SSI/SSDI Eligibility Verification - Cross-Match with SSA Database

Section IV: Youth Program Eligibility LOW INCOME DETERMINATION

Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
Low Income, continued: Homeless:	If the applicant is an individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), Homeless is defined as an individual who lacks a fixed, regular, and adequate nighttime residence; <u>and</u> includes an individual who: • is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; • is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations; • is living in an emergency or transitional shelter; • is abandoned in a hospital; or • is awaiting foster care placement; or • is using a primary nighttime residence is a public or private place not designed for a regular sleeping accommodation for human beings; or • is living in cars, parks, public spaces, abandoned buildings, substandard housings, bus or train stations, or similar settings. For additional guidance see: http://nche.ed.gov	Homeless: • Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked 'yes') • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case notes • Individual Service Strategy • A letter from caseworker or support provider

Section IV: Youth Program Eligibility

LOW INCOME DETERMINATION

Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
Low Income, continued: Free or Reduced School Lunch:	An applicant who is receiving a free school lunch or a school lunch at a reduced cost. When a school does not use individual eligibility criteria to determine who is eligible for free or reduced price lunch, whole school receipt of free or reduced price lunch cannot be used to determine WIOA low-income status for ISY. In schools where the whole school automatically receives free or reduced price lunch, WIOA programs must base low-income status on an individual student's eligibility to receive free or reduced price lunch or on meeting one of the other low-income categories under WIOA	Free or Reduced School Lunch: • School records • Case note indicating information obtained from school

Section IV: Youth Program Eligibility

LOW INCOME DETERMINATION

Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
Low Income, continued: Foster Child: Data Element(704)	The applicant is a foster child on behalf of whom state and local government payments are made.	Foster Child: Written Confirmation from Social Services Agency • Case Notes • Foster Care Agency Referral Transmittal • Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy
Youth in High Poverty Area:	Is a youth who lives in a high poverty area (Census tract, a set of contiguous Census tracts, or county that has a poverty rate of at least 25 percent).	Youth in High Poverty Area: Proof that home address is part of a high-poverty area. To determine if a youth lives in a high poverty area, staff must use the guidance provided by Workforce GPS Directions for Determining High-Poverty Areas for the WIOA Youth Formula Program- Click "Related Content" for directions.

Section IV: Youth Program Eligibility
LOW INCOME DETERMINATION

Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
Low Income, continued: Individual with a Disability:	The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Even if the family of a disabled individual does not meet the income eligibility criteria, the disabled individual may be considered a low-income individual if their own income meets low income criteria. The disabled individual would be considered a family of one and only the individual’s income would be considered when determining low-income. Or, Is a person with a disability whose own income meets the income criteria, but is a member of a family whose income does not meet the established criteria. For ISY only, income documentation is required, but Family Size is “one”.	• Self-Attestation (Signed Intake Application or Enrollment Form with barrier marked ‘yes’) • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case notes • Individual Service Strategy • A letter from caseworker or support provider